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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

June 09, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 OF JUNE 9, 2015

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

APPROVAL TO TERMINATE FOR CONVENIENCE THE SUPPORTIVE SERVICES PROGRAM (SSP) CONTRACT WITH ST. JOSEPH CENTER (THIRD SUPERVISORIAL DISTRICT) (3-VOTES)

SUBJECT

Community and Senior Services (CSS) seeks approval to terminate for convenience the contract with St. Joseph Center for the Supportive Services Program and initiate the required Notice of Termination for the contract based on the Board of Supervisors' determination that it is in the best interest of the County. CSS will exercise its delegated authority to execute an amendment with another existing SSP contractor, WISE & Healthy Aging, to increase its contract amount during the current contract term to continue SSP services to the area served by St. Joseph Center.

IT IS RECOMMENDED THAT THE BOARD:

1. Determine that it is in the best interest of the County to terminate for convenience Contract Number SSP141821 with St. Joseph Center.
2. Delegate authority to the Director of CSS, or designee, to initiate the required written Notice of Termination to St. Joseph Center, terminate the contract with St. Joseph Center and increase the total maximum contract sum of the current SSP Contract Number SSP141823 with WISE & Healthy Aging by approximately \$66,300 upon approval by your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

St. Joseph Center is a contractor that currently provides SSP services in the Third Supervisorial District. St. Joseph Center has a 4-year SSP Contract Number SSP141821 which commenced on July 1, 2014 and expires on June 30, 2018. This contract provides for \$18,100 annually for a total

maximum contract sum of \$72,400 for the 4-year term. There are approximately three fiscal years left on the contract; however, the funds are allocated to the contractor annually based on the contractor's performance and availability of funding. CSS estimates that the remaining balance on the contract will be approximately \$66,300.

In a formal letter dated March 23, 2015, St. Joseph Center requested termination of its current SSP contract with CSS due to economic hardship. In that letter, St. Joseph Center indicated that the insurance premium required under this contract would leave the agency with insufficient funds to operate the Program thus rendering its contract as "unadvisable for [the] agency at this time." Pursuant to the terms of the contract, the County has the option to terminate the contract for convenience. Such termination must be evidenced with a written Notice of Termination to St. Joseph Center. Accordingly, CSS is requesting that the Board determine that it is in the best interest of the County to terminate for convenience the SSP contract with St. Joseph Center.

Upon receiving St. Joseph Center's letter, CSS canvassed all current SSP contractors in the Third Supervisorial District via e-mail notification and telephone calls to determine interest in and ability to take over St. Joseph Center's service area for the remainder of the current contract term, which ends on June 30, 2018. CSS established and used the following criteria to evaluate and select a contractor who would be best suited to assume St. Joseph Center's contract services: 1) prior service, 2) service area, 3) rates, and, 4) performance. Two agencies expressed interest in taking over the services provided by St. Joseph Center and of the two, WISE & Healthy Aging best met the selection criteria established by CSS. As such, CSS has selected WISE & Healthy Aging as the alternate contractor to assume St. Joseph Center's SSP contract services and the funding associated with those services.

In order to ensure that there is a continuity of SSP services in the area served by St. Joseph Center, upon termination of St. Joseph Center's contract, CSS will amend WISE & Healthy Aging's current SSP contract to include funding and service requirements formerly allocated to St. Joseph Center. Therefore, CSS is requesting Board authorization to increase WISE & Healthy Aging's total maximum contract sum by \$66,300 to ensure the continued provision of these critically needed supportive services to older adults within the Third Supervisorial District at the current level being provided by St. Joseph Center.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of: 1) Operational Effectiveness, 2) Fiscal Sustainability, and, 3) Integrated Services Delivery.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The SSP is financed with Title III B Older Americans Act funds provided by the California Department of Aging. These funds are included in CSS's FY 2015-16 proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In a formal letter dated March 23, 2015, St. Joseph Center requested termination of its current SSP contract with CSS due to economic hardship. In that letter, St. Joseph Center indicated that the insurance premium required under this contract would leave the agency with insufficient funds to operate the Program, thus rendering its contract as "unadvisable for [the] agency at this time." As such, it is in the best interest of the County to terminate this contract for convenience and select

another existing SSP contractor to assume the services provided by St. Joseph Center.

Upon receipt of the letter from St. Joseph Center, CSS canvassed all current SSP contractors in the Third Supervisorial District to find a contractor to assume St. Joseph Center's SSP contract services.

Two agencies expressed interest in taking over these services and of the two, WISE & Healthy Aging best met all of the selection criteria established by CSS. As such, CSS has selected WISE & Healthy Aging as the alternate contractor to assume St. Joseph Center's SSP contract services and the funding associated with those services.

CSS will work with St. Joseph Center and WISE & Healthy Aging to ensure that the transition process will be seamless and that there are no breaks in services.

CONTRACTING PROCESS

In FY 2013-14, CSS conducted a request for proposal (RFP) solicitation for SSP. As a result of this RFP, 24 agencies (including St. Joseph Center and WISE & Healthy Aging) were awarded SSP contracts which were approved by the Board on June 17, 2014. St. Joseph Center was awarded a 4-year SSP contract, which commenced on July 1, 2014 and expires on June 30, 2018. This contract provides funding of \$18,100 annually for a total maximum contract sum of \$72,400 for the 4-year term. In a formal letter dated March 23, 2015, St. Joseph Center requested termination of its SSP contract due to economic hardship. As a result, CSS seeks Board approval to terminate this contract for convenience.

Upon receiving St. Joseph Center's letter, CSS canvassed all current SSP contractors in the Third Supervisorial District via e-mail notification and telephone calls to determine interest in and ability to take over St. Joseph Center's service area for the remainder of the current contract term, which ends on June 30, 2018. CSS established and used the following criteria to evaluate and select a contractor who would be best suited to assume St. Joseph Center's contract services: 1) prior service, 2) service area, 3) rates, and, 4) performance. Two agencies expressed interest in taking over the services provided by St. Joseph Center and of the two, WISE & Healthy Aging best met the selection criteria established by CSS. As such, CSS has selected WISE & Healthy Aging as the contractor to assume St. Joseph Center's SSP contract services and the funding associated with those services.

Upon the Board's approval of the termination of St. Joseph Center's SSP contract, CSS will take the steps to terminate that contract and amend WISE & Healthy Aging's current SSP contract. The anticipated remaining balance on St. Joseph's 4-year contract is approximately \$66,300. Therefore, CSS is requesting Board authorization to increase WISE & Healthy Aging's total maximum contract sum by \$66,300 to ensure the continued provision of these critically needed supportive services to older adults within the Third Supervisorial District at the current level being provided by St. Joseph Center.

MONITORING REQUIREMENT

Monitoring of SSP contractors continues to be conducted on an annual basis and includes administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through CSS's Contract Compliance Division. Fiscal monitoring is conducted biannually by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow for the continued provision of supportive services for eligible individuals in the Third Supervisorial District.

CONCLUSION

If you have any questions, please contact Ms. Sonja Ivey-Rojas by phone or e-mail as follows: (213) 351-8917 or siveyrojas@css.lacounty.gov, respectively.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks".

CYNTHIA D. BANKS

Director

CDB:OS:PG:SIR

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors